

44R000200130002-2

OCT 3 1956

Chief, Management Staff

J. A. H.

Chief, OTR Staff (DD/S Area)

Work Report for Period 27 September 1956 Through 3 October 1956

1. Accomplishment

- a. MS 949, OTR, Office of Training Reorganization, Combining Basic and Intelligence Schools into one Intelligence School and establishment of new School of International Communism, 65 Positions. [REDACTED] 25X1A9a
- b. Beneficial Suggestion No. 2465 evaluated. [REDACTED] 25X1A9a
- c. Beneficial Suggestion No. 2479 evaluated. [REDACTED] 25X1A9a
- d. MS 6-28, OS, Administrative Survey of Correspondence and Records Branch; Transfer of UV Slots, Field to Headquarters and Establishment of New Organizational Components. [REDACTED] 25X1A9a
- e. MS 5-1A, OC, Follow-up on Implementation of MS Recommendation regarding survey on Fiscal Division. [REDACTED] 25X1A9a
- f. MS 5-80, OC, Review of Procedure, Printing Services Division. [REDACTED] 25X1A9a

25X1A9a

2. Assignments (Active)

Target Date

- a. MS 6-51, OCR-OTR, DD/S Area Coordination on the "Study of Feasibility of Transferring from OCR to OTR, CIA Library Branch Two and Establishing a Communism Library in OTR"; Project assigned to [REDACTED] 25X1A9a
- b. MS 6-19, OTR, Follow-up on concurrence by Director of Training on "Study of OTR Clerical Training Program". [REDACTED] 15 Nov. 1956
- c. MS 5-1E, OC, Study of Technical Accounting Staff. [REDACTED] 15 Oct. 1956
- d. MS 6-47, OC, Study of Use of UV Funds to Pay Agency Employees, [REDACTED] 25X1A6a 12 Oct. 1956
- e. MS 6-47, OC, Study of Use of UV Funds to Pay Agency Employees, Other Components. [REDACTED] 15 Jan. 1957

25X1A9a	f. MS 6-48, OS, Reorganization of Support Branch, SSD. [REDACTED]	30 Nov. 1956
25X1A9a	g. MS 6-14, Study of Agency Overtime Practices. [REDACTED]	1 Dec. 1956
25X1A9a	h. MS 5-38, T/O System Analysis, Manpower Control. [REDACTED]	1 Dec. 1956
25X1A9a	i. MS 6-49, OTR, Study of OTR Language and Area Instruction. [REDACTED]	1 Nov. 1956
25X1A9a	j. MS 6-57 (MS 907), OS, Reorganisation of the Investigation Branch, SSD/IOS. [REDACTED]	1 Dec. 1956
3. <u>Assignments (Inactive)</u>		
	a. MS 5-10, OC, Study of Budget Division. [REDACTED]	25X1A9a None
	b. MS 5-17, OC, Study of Program Analysis Staff. [REDACTED]	19 Oct. 1956 25X1A9a
25X1A9a	c. MS 5-1, OC, Study of the Comptroller Organization. [REDACTED]	
4. <u>Training</u>		
	a. Study of Regulations, Two Hours. [REDACTED]	25X1A9a
	b. Study of OEM Techniques, Three Hours. [REDACTED]	25X1A9a
	[REDACTED]	25X1A9a